

Information for Event Organizers

Contact the Lake County Environmental Health Department if you have any questions:

Lake County Environmental Health

106 Fourth Avenue East
Polson, Montana 59860

PHONE: (406)-883-7236

FAX: (406)-883-7205

EMAIL: envhealth@lakemt.gov

WEB: <http://www.lakemt.gov/envhealth>

For Event Organizers

The following guidelines are for organizers of events where food will be sold or served

Before the Event:



Instruct vendors to contact Lake County Environmental Health **at least two weeks before** the event for plan review.

As an organizer be sure the basic resources will be available, such as:

- Power Sources
- Safe Water Sources
- Waste Management Sources
- Restroom Facilities
- Handwash Stations

Week of Event:



Provide Environmental Health with a list of the vendors that will be participating in the event.

- Vendors that still need to register or obtain licensure can then be contacted by this department.
- By knowing what vendors to expect, the Environmental Health Department can then be fully prepared for the day of the event as well.

Day of Event:



All vendors must be ready to show the necessary license or registration documents.

- This department is required to close those operations that need a license for the event, but did not acquire one.

Organizing a Farmers Market

Organized Farmers Market shall keep registration records of all individuals and organizations that sell **baked goods** or **preserves** at the market.

Registration records must include, but are not limited to:

- Name of the seller
- Seller's address and telephone number
- Products sold
- Date the products were sold

Records must also be made available to the Environmental Health Department.

Organized Farmers Markets must be authorized by a municipal or county authority.

Organizing a Farmers Market

- Due to the unique nature of Farmers Markets, it is reasonable to see a mix of licensed vendors, registered vendors, and vendors that are exempt from both licensure and registration.
- Some vendors may have a state license, such as those who are selling potentially hazardous foods for personal profit. This includes, but is not limited to, the sale of meat products, dairy products, processed foods, or cut produce.
- Some vendors may need to register with the Environmental Health Department, such as non-profit organizations that operate less than 14 days in a calendar year.
- And some vendors are exempt from licensure and registration. Items that are exempt from licensure and registration at a farmers market include raw and unprocessed farm products (i.e. whole vegetables), non-potentially hazardous baked goods, farm eggs, and preserves.
- Be sure that vendors that are required to be licensed or registered have contacted the Environmental Health Department at least two weeks prior to operation.

Gardener, farm owner, or farm operator selling:

- Raw and unprocessed farm products
 - i.e. raw, uncut fruits and vegetables
- Whole shell eggs
 - must be clean, free of cracks
 - stored in clean cartons with name & address of farm owner or operator
 - kept at 41°F or less

An individual selling or offering:

- Hot coffee
- Hot Tea

These drinks may not be prepared or served with fresh milk or cream.

**When is registration
or a license not
required at a
Farmers Market?**

An individual selling:

Baked goods

- Breads
- Cakes
- Cookies
- Candy
- Pastries
- Fruit Pies

An individual selling:

Preserves

- Fruit or berry jams
- Jellies
- Compotes
- Fruit butters
- Marmalades
- Fruit syrups
- Fruit aspics
- Chutneys

Event Location Factors

- For events on Tribal Land:
 - Contact Fred Steele, Tribal Sanitarian
CSKT Environmental Health & Safety Program
(406)-675-2700, ext. 1010
- For events within city limits:
 - Contact the city government for any other permits

